

**DELAWARE JUDICIARY**  
**MERIT POSITION**  
**POSTING NUMBER – AOC0901M05**

**SEARCH RE-OPENED**

**OPENING DATE:** 9/16/05

**CLOSING DATE:** 09/30/05

**JOB TITLE:** Support Services Administrator  
(Dual Incumbency)

**SALARY RANGE:** \$41,139 Min - \$51,424 Mid PG/15\*

**LOCATION:** Violent Crimes Compensation Board  
Newport

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**SUMMARY STATEMENT:**

This class provides administrative support to professional and technical personnel in a section(s) or division(s). The areas of responsibility include but are not limited to fiscal planning and analysis, budget preparation and control, accounting, procurement and support services.

**NATURE AND SCOPE:**

The incumbents in this class function under the direction of an administrative superior. Work includes supervising and/or administering a variety of administrative support functions for a section(s) or division(s). An incumbent is responsible for performing fiscal planning, evaluation and analysis of programs/projects that have a direct impact on the mission/goals of the Division/Department or on the operational activities of programs. In addition, an incumbent is responsible for the administration of contracts and grants.

**MINIMUM QUALIFICATIONS:** Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will result in a rating of "Not Qualified". (Resumes, transcripts, and training certificates may be included as supporting documentation. Resumes may not be substituted for the application.)

1. Experience in assembling, analyzing and interpreting financial and accounting data, and preparing financial reports.
2. Experience with fiscal planning and budgetary analysis.
3. Experience in office management.
4. Knowledge of computers and computer information systems.

5. Knowledge of the principles and practices of supervision.

ADDITIONAL REQUIREMENT: Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

SPECIAL REQUIREMENT: ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

APPLICATIONS OBTAINED FROM AND RETURNED TO:

ADMINISTRATIVE OFFICE OF THE COURTS  
500 N. King Street, Suite 11600  
Wilmington, DE 19801-3734  
SLC N210B

OR

Human Resource Management  
Employment Services  
401 Federal Street  
Suite 5  
Townsend Building  
Dover, DE 19901  
**[www.delawarestatejobs.com](http://www.delawarestatejobs.com)**.

Human Resource Management  
Employment Services  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Human Resource Management  
DTCC - Owens Campus  
Georgetown, DE 19947

THE STATE OF DELAWARE  
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.**

FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://COURTS.STATE.DE.US) .